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Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

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REVISED

January 15, 2008

Board of Supervisors
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The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

COUNTYWIDE CLASSIFICATION ACTIONS FISCAL YEAR (FY) 2007-2008 SUPPLEMENTAL BUDGET, CLASSIFICATION STUDY RECOMMENDATIONS, AND NURSING PAY PLAN (ALL SUPERVISORIAL DISTRICTS - 3 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to update the departmental provisions to reflect positions allocated in the FY 2007-2008 Supplemental Budget, to reclassify four (4) positions to implement the results of various classification studies, to add the approved salary tables for the non-supervisory classes in the Registered Nurses group to the County Code, to amend the salaries of two (2) unclassified positions in the Board of Supervisors (Board), to amend certain ranges of the Board of Supervisor Performance-Based Pay Plan, and to make a technical correction.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Your Board of Supervisors' approval of the accompanying ordinance will update Title 6 of the County Code to appropriately reflect positions approved in the FY 2007-2008 Supplemental Budget, and provide the authority for County departments to fill these new positions. These recommendations are a routine part of the annual budget process.

Your Board has also requested submission of classification study recommendations on a periodic basis throughout the year to facilitate their consideration in a timely manner. Approval of the accompanying ordinance will provide the ordinance authority for County departments to implement the classification recommendations in this letter. Furthermore, it will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachments A and B). This is a primary goal of the County's classification system, and a means for the appropriate classification and compensation of the County workforce. Positions reclassified upward and laterally are consistent with the class concepts of the proposed classifications. These actions are recommended based upon accepted principles of classification, and are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions and employees facilitates good business operations, and can reduce the number of costly personnel-related problems.

Lastly, approval of the accompanying ordinance will add the revised Registered Nurse salary tables to the County Code as referenced earlier.

Implementation of Strategic Plan Goals

Approval of the accompanying ordinance will further the County Strategic Plan, Workforce Excellence and Organization Effectiveness Goals, to improve the quality of the workforce, to achieve departmental operational needs, and to maintain consistency in personnel practices throughout the County.

Departmental Provisions – Budget Implementation

Most of the new positions authorized by your Board in the FY 2007-2008 Budget were implemented in earlier ordinances. This ordinance will implement new positions provided for by your Board on September 25, 2007 for various departments. It will also make minor adjustments to the approved FY 2007-2008 Departmental Provisions.

Reclassifications

There are four (4) positions in three (3) departments being recommended for reclassification as a result of individual position studies (Attachment B). The duties and responsibilities assigned to these positions have changed since the original allocations were made. The positions would be more appropriately classified to the recommended classes.

Nursing Pay Plan – Revised Salary Tables and Deletion of Salary Notes

At the November 21, 2006 meeting, your Board approved the implementation of a nursing-specific salary schedule for classes in the new Registered Nursing series to provide compensation levels more closely aligned with those found within the public and private healthcare sectors. The classes were accreted by Local 721 shortly thereafter, and the salary grid was revised and expanded in the Memorandum of Understanding to include scheduled general increases, as well as the salary schedule placement for these new classes. Since these approved tables have not yet been added to the County Code, they are being included in the accompanying ordinance.

We are also recommending the deletion of various salary notes specific to the nursing classifications that are no longer applicable.

Salary Changes

Salary changes are recommended for two (2) unclassified Management Appraisal and Performance (MAP) Plan positions in the Board of Supervisors to be consistent with the implementation of the revised MAP Plan initially approved by your Board on March 27, 2007. Additionally, changes are recommended to Range 4 and Range 5 of the Board of Supervisors' Performance-Based Pay Plan to maintain parity in salary movement extended to comparable positions within the department (Attachment A). Individual salaries will not be affected.

Technical Correction

A minor revision is being made to correct the item number for the class of Criminal Intelligence Analyst, Sheriff as adopted by your Board on November 27, 2007 (Attachment A). The impact of the error is limited and has no financial impact to existing positions.

FISCAL IMPACT/FINANCING

The cost of and financing for the new positions allocated in the budget have been included in the FY 2007-2008 Supplemental Budget. The projected budgeted cost associated with the classification study recommendations and compensation changes is estimated to total \$269,795 (all funds) with net County cost estimated to be \$263,613. Cost increases associated with the upward and lateral reclassification actions and compensation changes will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

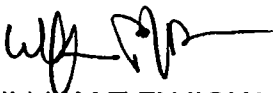
Pursuant to Article III, Section 11(3) of the Charter of the County of Los Angeles, the Board of Supervisors is to provide, by ordinance, for the number of assistants, deputies, clerks, attaches, and other persons employed in the service of the County. The County Charter also authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate consultations have been conducted with the impacted employee organizations. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these recommendations will enable departments to effect personnel actions associated with the recently approved budget for FY 2007-2008, and will enhance the operational effectiveness of the departments through proper classification and compensation of positions and employees. Ultimately, this will enhance the quality of services provided to the public.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:DIL:WGL
PHG:VMH:CS:mst

Attachments

c: Director of Personnel
Executive Officer, Board of Supervisors
County Counsel
Auditor-Controller
Affected Departments

ATTACHMENT A**UNCLASSIFIED POSITIONS RECOMMENDED FOR SALARY CHANGE**

Item No.	Title	Current Salary Schedule & Level	Recommended Salary Schedule & Level
9949	Supervisor's Assistant Chief Deputy (UC)	N23 R12	N23 R14
9950	Supervisor's Chief Deputy (UC)	N23 R14	N23 R16

TECHNICAL CORRECTION

Current Item No.	Title	Recommended Correction
0939	Criminal Intelligence Analyst, Sheriff	0938

RECOMMENDATIONS FOR POSITION RECLASSIFICATION

DEPARTMENT OF CHILDREN AND FAMILY SERVICES

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Administrative Deputy III N23 S15 Non-Represented	Administrative Deputy III (UC) N23 R15 Non-Represented
1	Computer System Operator NN 69H Represented	Information Systems Analyst I NN 88E Represented

The subject Administrative Deputy II position is being reclassified solely to reflect a change in the classified/unclassified status. The position is being removed from the classified service, and is being designated as "unclassified" based upon a review of the department's organization structure and application of guidelines set forth in the County Charter for unclassified positions. We are, therefore, recommending the reclassification of the position to the new unclassified position of Administrative Deputy III (UC).

The subject Computer System Operator position is assigned to the Bureau of Information Services, Web Applications/Support Division where it reports to an Information Systems Supervisor III, and performs systems analysis and development. Specifically, this includes preparing system design documentation, testing, and monitoring to ensure proper functioning of the system. These responsibilities are performed more than 50% of the time.

The duties of the Information Systems Analyst I classification reflect the required higher-level technical and analytical responsibilities assigned to this position, and are consistent with the classification standards in which positions perform systems analysis and design within a limited framework using basic systems design techniques and analysis tools. Therefore, upward reclassification is recommended.

OFFICE OF THE DISTRICT ATTORNEY

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Data Processing Manager NN 110D Non-Represented	Departmental Chief Information Officer I N23 S13 Non-Represented

The Data Processing Manager reports to the Administrative Deputy and manages information technology (IT) services, with a budget exceeding \$27 million, to support a user base comprised of deputy district attorneys, investigators, and support personnel. These parties are required to share and interface data on an ongoing basis with various agencies including Superior Court, Children and Family Services, Public Social Services, and the United States Department of Justice by utilizing 36 networked locations countywide.

The complexity and scope of the IT services provided are consistent with the class concept and allocation standards for Departmental Chief Information Officer I. Specifically, this classification is responsible for ensuring the continuous delivery and operation of integrated business and administrative information systems through management of multiple information and communication systems and projects. Therefore, upward reclassification to Departmental Chief Information Officer I is recommended.

PROBATION DEPARTMENT

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Head, Personnel Operations, Probation N23 S13 Non-Represented	Departmental Human Resources Manager III N23 S13 Non-Represented

The subject Head, Personnel Operations, Probation position functions as the personnel officer for the department with immediate responsibility for all aspects of a comprehensive personnel program. The duties and responsibilities are consistent with classification standards for Departmental Human Resources Manager III, a class which is responsible for planning, directing, administering, and evaluating all human resource functions for a large County department. Therefore, lateral reclassification is recommended.